

Dear [Recipient's Name],

We hope this letter finds you well. We are writing to clarify the newly implemented safety measures at [School Name] to ensure a safe learning environment for all students and staff.

As part of our commitment to safety, we have introduced the following measures:

- Mandatory face masks for all staff and students.
- Regular sanitation of classrooms and common areas.
- Temperature checks at the entrance.
- Social distancing protocols in classrooms and during lunch.
- Emergency response drills to ensure preparedness.

We believe that these measures will help maintain the health and safety of our community. We encourage parents and guardians to discuss these safety protocols with their children and reinforce their importance.

If you have any questions or concerns, please do not hesitate to reach out to us at [Contact Information]. Thank you for your understanding and support.

Sincerely,
[Your Name]
[Your Position]
[School Name]